

Appendix C

Meeting Summaries

Navarre Town Center Plan Architecture Working Group May 4, 2004 Meeting Summary

The meeting opened at 5:35pm with a welcome and staff introductions by Kacey Wagg, Planning & Zoning staff. Group participants then introduced themselves, Kacey Wagg then presented pertinent information from the public workshop to the group and explained that this information should be used to guide and evaluate the group's work.

The group then moved into a visual preference survey. Participants were shown 17 different photographs and were asked to rate them and describe why they did or did not like the photos on a survey sheet. Following the individual preference survey, participants discussed their rating of each photo, citing elements that they liked or disliked. A summary of the group's rating & reactions is attached.

Members of the group were then asked to complete at least one of two assignments for the May 18, 2004 meeting.

Assignment #1: Find old photos of the Holley-Navarre area (or other similar areas) that participants like. These photos will be viewed at the next meeting to find common elements that can be used in new architecture.

Assignment #2: Visit places in close proximity to this area (i.e. Seagrove Beach, Watercolors, Fairhope, Destin Commons) that have strong architectural cohesiveness. Take pictures of structures and elements that appeal to you. These photos will be viewed at the next meeting to find common elements that can be applied in the Navarre area.

Kacey Wagg asked members to wait until the next meeting to select a working group captain so that the group has a chance to get to know one another. The next meeting will be at 5:30 on May 18 at Holley-Navarre Middle School.

The meeting adjourned at 6:45pm.

**Navarre Town Center Plan
Architecture Working Group
May 18, 2004 Meeting Summary**

The meeting opened at 5:35pm with a welcome and staff introductions by Kacey Wagg, Planning & Zoning staff. Group participants then introduced themselves.

The meeting began with a review of the ratings given to different photos in the preference survey during the last meeting. During the review, participants discussed:

- Parking decks and devising incentives to encourage less surface parking
- Adding regulations requiring utilities to be disguised.
- Encouraging depth in the architecture
- Encouraging varying heights of structures
- Basing the height of the structure on the setback
- Encouraging various commercial districts

The group then discussed elements in historic architectural markers in the area and elements in coastal architecture from nearby communities. Participants discussed photos of architecture with a “New Orleans” feel—brick, wrought iron, texture—and from the Seville area of Pensacola. The discussion then moved to photos of the Bagdad area and the porches, cracker style architecture and detailing. Participants then reviewed drawings of numerous architectural styles with a breakdown and description of the elements of each style. The architectural elements used in the Watercolor development in south Walton County were shown and discussed briefly.

In general, participants agreed that variety of styles would be advantageous, but there were certain elements they would like to see in the architecture of the town center area. Participants agreed to review information on the architectural elements described on the Watercolor website and bring back their reactions to these elements to the next meeting. The address for the Watercolor site is <http://www.arvida.com/watercolor/vision.asp?page=5>. Click on house features (several pages) for the information presented at the meeting.

The next meeting will be at 5:30 on June 1 at Holley-Navarre Middle School.

The meeting adjourned at 6:45pm.

**Navarre Town Center Plan
Architecture Working Group
June 1, 2004 Meeting Summary**

The meeting opened at 5:40pm with a welcome and staff introductions by Kacey Wagg, Planning & Zoning staff. Group participants then introduced themselves.

The discussion during the meeting centered around architectural styles and elements of those styles. Participants discussed styles and elements they felt were appropriate for the town center area. Spanish style courtyards and plazas and wrought iron, brick and stucco patterns from the Charleston, South Carolina area were highlighted. The following elements were outlined as important to consider in the town center area:

- Roofs
- Columns
- Courtyards/Patios
- Shade Creating Structures (overhangs, porches)
- Walls of structures
- Garden Walls/Fences
- Doors/ Windows
- Relative proportions of structures

Sarah Hernandez presented the group with her effort to outline some of the acceptable materials and designs of these elements. She recommended that the group work to define what types of elements would be acceptable in the town center area. For example, under structure walls, would brick, stucco, wood be acceptable—would vinyl, aluminum siding etc... not be acceptable. The group requested that staff email this list to participants to allow them to fill it out before the next meeting. Beckie Faulkenberry then noted that an important item was on the Board of Adjustments meeting for June 15. The group decided to skip the next regularly scheduled Architecture Working Group meeting. Participants will be asked to send in their responses to the list staff provides. Staff will then provide a summary to participants to be discussed at the June 29, 2004 meeting.

The working group selected Karin Heaton and Julie Seanor as the co-captains for the Architecture Working Group.

The next meeting will be at 5:30 on June 29 at Holley-Navarre Middle School.

The meeting adjourned at 6:50pm.

**Navarre Town Center Plan
Architecture Working Group
July 7, 2004 Meeting Summary**

The meeting was opened at 5:40pm by Kacey Wagg, Planning & Zoning staff.

The group discussed the architectural elements worksheet and made the following general recommendations for the Town Center District:

- A walkover of US98 should be located close to the Town Center for pedestrians and bicyclists
- The Town Center should be designed for pedestrian traffic, but should allow vehicles in all areas. Particular attention should be paid to accommodating deliveries, slowing traffic and providing extra wide sidewalks with outside café seating
- Deliveries/Utilities/Waste Receptacles should be in the rear of buildings

The group made the following recommendations for the Heart of Navarre District:

- New development should be required to construct sidewalks on US98
- Sidewalks should be installed on both sides of US98
- Land Uses in the Heart of Navarre should be restricted in the following ways:
 - No industrial
 - No storage uses
 - No auto sales or repair
 - No pawn shops
 - Marine sales and repair should be by conditional use only
 - Outdoor display areas should be restricted (i.e. “flea markets”)
- Sidewalks should be added to High School Boulevard
- Sidewalks should be added to other areas in the following priority areas:
 - Town Center
 - East of SR87, west of Ortega
 - West of SR87, south of Nevada
 - West of SR87, north of Nevada
- The landscape buffer ordinance should address the transitions between the various districts

The group made the following recommendations for architectural standards in the Town Center District:

- No metal, vinyl or aluminum siding should be allowed
- Fences
 - No chain link
 - Same style as building
 - Wrought iron or aluminum “look-alike” allowed
 - Hedges allowed
 - Fences should be lower in the front than in the rear

- Foundations- on and off grade allowed, off-grade should be cosmetically concealed
- Columns- should be proportionate to the structure and can be constructed of the same materials as fences
- Porches and balconies should be encouraged when appropriate to the architectural style
- Towers, cupolas and widows walks should be encouraged when appropriate to the architectural style. They should be allowed to extend above the height limit of habitable space for aesthetic purposes
- Roof should be consistent with the architectural style. No flat roofs allowed without parapet.
- Doors: the code should be written to prohibit “cheap metal storefront.” Flush doors should not be allowed.
- Windows
 - No full glass front allowed
 - No vinyl windows
 - Windows should be consistent with the architectural style

Noting the late hour, the group agreed to meet again on July 20 to complete discussion of the architectural elements worksheet. The meeting adjourned at approximately 8:00pm.

**Navarre Town Center Plan
Architecture Working Group
July 20, 2004 Meeting Summary**

The meeting was opened at 5:35pm by Kacey Wagg, Planning & Zoning staff. Ms. Wagg began the meeting by recapping where the group was in working through the architectural elements worksheet and explaining what the group would work on that evening. The participants then began outlining more architectural standards for the Town Center District. The discussion and recommendations on each topic are listed below.

Outbuildings:

There was a lot of discussion on this issue, with members questioning whether there would be outbuildings in the Town Center. Participants were somewhat split on requiring outbuildings just to be screened or requiring that they be constructed in the same style as the main structure. **The group's final recommendation was to require the outbuilding to be constructed in the same style as the primary structure.**

Shutters:

Shutters, if used, should be operable & sized for their opening.

Signage:

There was significant discussion regarding regulation of commercial signs in the Town Center with regard to size, color, illumination etc... Members pointed out that a sign ordinance already exists for the County, but other participants indicated that different regulations should be applied to the Town Center. The group agreed on the following recommendations:

- **No neon, flashing or animated signs allowed**
- **Sign construction should be compatible with the Architectural Style**
- **Portable easel (menu) signs are permitted, but all other portable signs should be prohibited**
- **No signs, arcade, façade or freestanding signs, should be internally illuminated, but backlighting of letters should be allowed.**
- **In terms of size, the group recommended that signs in the Town Center District be smaller than those allowed in HCD, but a percentage of the building front requirement would be appropriate to ensure proportionality.** Staff was asked to research this further and present specific size recommendations to the Steering Group.

Lighting:

Again, there was significant discussion on lighting, with many members feeling they lacked adequate knowledge or experience to make proper recommendations. Staff asked members to identify projects with appropriate lighting as examples to use when

developing specific recommendations for the steering group. Participants made the following recommendations:

- Parking Lot Lighting:
 - **Put lights on sensors**
 - **Lighting should be intense enough to be safe. Publix was provided as an example, although participants preferred that the fixtures not be as tall and that they be shielded from residential uses**
- Building Lighting:
 - **Security lighting should be allowed, but the element of any permanent lighting should not be visible from the street. Gas lamps are excepted.**
- Landscaping:
 - **Amber lighting is allowed, no other colored lighting is permitted.**
 - **All permanent fixtures should be concealed except for sidewalk/trail lighting**
 - **Holiday decorations are permitted**

Paint Colors:

- **The paint colors should be consistent with the architectural style**
- **Staff will present color palettes for approval. Applicants will be able to petition an Architectural Review Board for permission to use other colors**

Parking:

- **No dirt or gravel parking allowed**
- **Permeable pavement should be encouraged**

Mechanical units/ utility connections:

- **These should be screened and located on the side or rear of the structure**

Landscaping:

The group discussed how the landscaping group envisioned the various styles of landscaping in the district. Staff asked the group to make a recommendation regarding how that landscaping would be maintained.

- **All developers/tenants in the Town Center District should be assessed a fee in order to maintain landscaping along the streets and sidewalks of the District**

Building Height:

Ms. Wagg made a brief presentation showing the height needs of different uses and introducing the concept of linking building height to the width of the street. The group made the following recommendations:

- **A 10% encroachment above the permitted building height should be allowed for decorative architectural element.**
- **A building height to street width ratio of 1:2 should be used to control height of all structures within the district.**
- **Staff was asked to bring back information on floor area ratios and other mechanisms for controlling the mass of the structures in the Town Center District**

The meeting adjourned at 7:00pm. The next meeting of the joint Landscaping/Architecture group will be on Wednesday July 20, 2004 at Holley-Navarre Middle School.

**Navarre Town Center Plan
Architecture Working Group
July 28, 2004 Meeting Summary**

The meeting was opened at 5:42pm by Kacey Wagg, Planning & Zoning staff. Ms. Wagg began the meeting by recapping where the group was in working through the architectural elements worksheet and explaining what the group would work on that evening. The discussion began with an outlining of architectural styles appropriate for both the Town Center and Heart of Navarre District. Sarah Hernandez presented examples and explanations of eight architectural styles:

- Neoclassical- Center entrance with semicircular fanlight over front door; Gable pediment with a deep frieze and 2-story classical columns (Doric); vertical windows with diamond panes; porch balustrades of metal or wood; typically constructed of stucco or wood-siding with brick foundation/base.
- Caribbean Vernacular- cantilevered 2nd floor porch with wood balustrade and rectangular pillars, large roof overhang; exposed rafters and joists; vertical or Bahamas-type shutters; typically constructed of wood siding or stucco.
- Cracker- the modern term cracker refers to the unpretentious people and architecture found on farms and in rural communities still sprinkled throughout peninsular and panhandle communities of Florida. Cracker-style structures are wood frame with wide porches, steeply pitched roofs and log or wood clapboard siding.
- Georgian -Center entrance with pilasters and pediment; vertical windows with multiple mullions (6 over 6); louvered shutters; hipped or side gable roofs of medium pitch, classical ornamentation including garlands, swags, dentils and bracketed cornices; typically constructed of brick, stucco or wood siding.
- French Colonial- stucco-sided homes with expansive two-story porches and narrow wooden pillars tucked under the roofline, double pitched roof with symmetrically placed chimneys. The porch was an important passageway because traditional French Colonial homes did not have interior halls.
- Bungalow- Regular, rectangular floor plan, with the narrow side facing the street, typically one store, gable main roof over gable porch roof, simple ornamentation, exposed structural elements, knee braces, battered porch piers, tapered chimneys.
- Queen Anne- more formal, Victorian-style structure, steeply pitched, multi-gabled roof, front facing gable, wrap-around porch, paired Doric columns, turned wood balustrades, differing wall textures, towers are typical but not imperative
- Masonry Vernacular- Two story masonry building with wood framed shopfronts on first story and balcony above (wrought iron); columns or brackets holding up canopies; decorative brick detailing at roof line

The group decided to allow Georgian in the Heart of Navarre District only and to allow Queen Anne only in the outer sections of the Town Center District.

The group then picked up with the architectural elements worksheet to discuss architectural standards for the Heart of Navarre District.

Building Walls:

Metal and vinyl are prohibited in the Heart of Navarre District

Fences:

Chain link, barbed wire, razor wire and exposed cinder block are prohibited

Foundations:

Off grade foundations should be concealed, cinder block should not be exposed

Columns, Porches & Railings, Balconies:

These elements should be consistent with the architectural style and proportional to the overall structure.

Towers, Cupolas & Widows Walks:

Should be consistent with the architectural style and will be allowed to encroach up to 10% above the height limit of habitable space.

Roofs:

Metal, tiles, asphalt shingle, built-up roof and single-ply membrane all should be allowed. Flat roofs should not be visible from any right-of-way.

Doors and Windows:

Should be consistent with the architectural style.

Outbuildings:

Should be consistent with the architectural style if visible from the right-of-way

Signage:

Should be consistent with the style

The group agreed not to permit any new billboards in the Heart of Navarre district

No signage lighting should be neon or flashing

Paint Colors:

The intensity of paint colors should be regulated, not the variety

Parking:

No gravel or dirt parking lots

Landscaped planter strips should be required between alternating abutting parking rows in parking lots of developments 50,000 s.f. or more. These strips should be contiguous with planter islands at the terminus of parking rows.

Mechanical Unit Screening:

These units should be placed in the rear of structures and screened from right-of-ways, including bridges and navigable waterways

Window and wall units should not be permitted, with the exception of self-contained hotel-style units

Landscaping:

Devise incentives to preserve appropriate natural vegetation on site

Require a Registered Landscape Architect on projects of 50,000 s.f. or more

Devise incentives for xeriscaping

Increase both the size (i.e. caliper, height) and number (density) of required landscape plantings

Noting the hour, the group was asked if it preferred to meet at 5:30 prior to the Steering Group meeting at 7pm or after the Steering Group. The group chose to meet at 5:30pm on August 3, 2004. The Steering Group will meet at 7:00pm, thus the Architecture/Landscaping must be completed by 6:45pm. The meeting adjourned at 8:10pm.

**Navarre Town Center Plan
Architecture & Landscaping Working Group
August 3, 2004 Meeting Summary**

The meeting was opened at 5:40pm by Kacey Wagg, Planning & Zoning staff. Ms. Wagg began the meeting by recapping where the group was in working through the architectural elements worksheet and explaining what the group would work on that evening. The two items left were streetscaping and building height. The following recommendations were made on these items:

Street Width:

Town Center-

- Two 11 foot lanes with a minimum of 10 parallel parking and a center median if applicable,
- 12 foot wide landscape strips,
- Café seating will be allowed,
- Sidewalks will be 18 feet wide on Prado & Esplanade and 12 feet wide on all other streets,
- Administrative variances will be allowed for courtyards and additional seating,
- Crosswalks will be accented in pavers and paver accents shall be in appropriate sections of the sidewalk,
- Benches should not be constructed of material that will rust, but of more indigenous materials such as cedar or cypress, their construction should be consistent with the chosen architectural styles and should contain no advertising
- Alleyways should be narrower with no pedestrian amenities

The group made no further recommendations for streets in the Heart of Navarre District.

Heart of Navarre-

- Setbacks should be relaxed on US98 & SR87 if the developer locates the parking and stormwater in the rear

Building Height:

Ms. Wagg made a presentation on the relationship of structure height and street width and then asked participants for their input on the proper height guidelines for the Heart of Navarre district. There was significant discussion on the topic. One recommendation to limit the height to the existing levels (50' commercial, 35' residential) failed. When Ms. Faulkenberry asked only those people who had attended an architecture or landscaping meeting in the past to vote, the recommendation still failed. The next recommendation was to limit the height of structures in the Heart of Navarre District to a 1:1.5 height to width ratio. This recommendation passed, albeit with significant opposition.

The architecture and landscaping groups are not scheduled to meet again. All recommendations will be forwarded to the Steering Group for consideration. The County Commission will then consider the plan.

Participants were thanked for their attendance, hard work and concern for the community. The meeting ended at 7:20pm.

**Navarre Town Center Plan
Infrastructure Working Group
April 27, 2004 Meeting Summary**

The meeting opened at 7:05pm with a welcome by Commissioner Gordon Goodin. Kacey Wagg then presented pertinent information from the public workshop to the group and explained that this information should be used to guide and evaluate the group's work. The members then began to discuss the topics gleaned from the public workshop.

1. Traffic/Transportation

The members had some questions and discussion regarding major regional transportation issues (i.e. Navarre bypass and widening US98), but determined that these issues were too large in scope to be handled in the Town Center Plan. The group decided to focus on interconnectivity, bike paths & sidewalks, paving dirt roads and finding collectors for higher speed travel off US98 (between US98 and East Bay Blvd and east-west collectors).

2. Stormwater

The members noted that stormwater was partly tied to road paving and that the Stormwater Task Force had developed some plans for the Navarre area. Planning & Zoning will work with Engineering to determine the exact recommendations for the Navarre area and develop information for the members to review before making any recommendations.

3. Sewer Service

The group agreed that capacity was not an issue, but that funding is the primary roadblock to increasing sewer service in Navarre. The group discussed septic tank abatement, requiring connection and working with the Health Department to stop issuing septic tank permits. Since funding was determined to be the major issue, the group agreed that researching funding opportunities would be the best way to spend their time. They will also attempt to identify areas for retrofitting. The group also expressed frustration that FDEP is holding up permitting of low pressure sewer in Holley-by-the-Sea.

4. Underground Utilities, Street Lighting and Public Safety

The group discussed each of these topics individually, but determined that they should be considered together based on the Land Use Working Groups recommendations regarding revitalizing target areas. The group will take up these topics near the end of the planning period so that the Land Use Working Group's recommendations can be considered.

5. Garbage

The group agreed that illegal dumping was the issue with garbage. They discussed several possible reasons for this, including lack of service for bulky waste items. The idea of a transfer station was also discussed, but most agreed this should be a private venture. Staff agreed to work with the Santa Rosa Clean Community System to determine what programs might be available for cleaning up targeted areas. If recommendations were needed from the group, staff will bring those back.

Following this discussion, staff requested that the working group start with traffic/transportation. The members agreed and staff asked for volunteers to complete assignments for the May 11 meeting. The assignments are:

1. Identify possible locations for interconnection of roadways
2. Identify opportunities for bicycle and pedestrian paths/connections for prioritization
3. Identify dirt roads that warrant public investment to pave for prioritization by the group.
4. Identify other traffic deficiencies on local roadways.
5. Identify streets that could function as collector roadways for higher speed travel off of US98 and SR87.

The meeting adjourned at 8:45pm.

**Navarre Town Center Plan
Infrastructure Working Group
May 11, 2004 Meeting Summary**

The meeting was opened at 7:05pm by Kacey Wagg, Planning and Zoning staff. Participants introduced themselves to the rest of the group. Ms. Wagg reminded participants that the intent of the meeting is to go over traffic/transportation infrastructure issues.

The group first discussed possible interconnections and identified the following possibilities:

- Leisure Street to Avenida Del Sol (at Nevada)
- Frankfort to Avenida Del Sol (at Beleza)
- Palmetto to Las Vegas Trail (at Escola)
- Hemlock to CR399
- East-West Connections from County Line
 - From north Rosewood
 - West to Crescentwood
 - West to Deer Lane
 - North from Panhandle Trail to Turkey Bluff Road

The next topic of discussion was of the designation of some roadways as connector roads:

- Panhandle
- Andorra
- Granada
- Laredo

The group then discussed possible bike path/ bike route connections:

- Connect High School to Library
- Fort Worth
- Fourth Street
- Hartington Drive
- Ortega

The group noted the following traffic deficiencies:

- Construction related deficiencies at Eckerd Drugs
- Striping issues at US98/WinnDixie
- Turn lane and signal needs at Ortega

The group also discussed dirt road paving needs. Participants agreed that all dirt roads in the town center area should be paved. Any other existing dirt roads should be prioritized based on stormwater mitigation needs. This is an issue that will be part of the discussion at the May 25, 2004 meeting.

The meeting adjourned at approximately 8:30pm.

**Navarre Town Center Plan
Infrastructure Working Group
May 25, 2004 Meeting Summary**

The meeting was opened at 7:05pm by Kacey Wagg, Planning and Zoning staff. Ms. Wagg introduced the guest speaker for the evening, Roger Blaylock, County Engineer.

Mr. Blaylock gave an overview of the stormwater regulations and issues countywide and specifically in the Navarre area. Participants asked about drainage issues in the swales along roadways and specifically about drainage in Holley-by-the-Sea. Mr. Blaylock highlighted the major issues in the area, including lack of gradients and an extremely high groundwater table. He also discussed many of the permitting problems with the Florida Department of Environmental Protection.

Participants were interested in creating stormwater facilities as amenities in the town center area. Mr. Blaylock indicated that this would be possible in a small geographic area, especially if it were close to the sound. The area behind Regions Bank would be ideal due to its proximity to stormwater outfalls.

Mr. Blaylock also indicated that the County has done regional stormwater projects in a couple of areas in the County and that a regional project may be able to be done in certain areas in Navarre. He indicated that going to curb and gutter from swale drainage is difficult and expensive. The group briefly discussed several funding options.

The group consensus was that the Town Center area needed to be defined and then the overall stormwater issues can be generally determined for that area. Participants agreed to continue discussing stormwater at the next meeting. The goal will be to map out the problem areas and then determine which of those problems can and should be addressed as part of this process.

The next meeting will be June 8 at 7:00pm in the library at Holley-Navarre Middle School.

The meeting adjourned at 8:20pm.

**Navarre Town Center Plan
Infrastructure Working Group
June 8, 2004 Meeting Summary**

The meeting was opened at 7:10pm by Kacey Wagg, Planning and Zoning staff. Ms. Wagg explained that the purpose of the meeting was to formulate recommendations for stormwater for both the Town Center District and the core “Heart of Navarre” area. The group made the following recommendations:

- The Town Center should be the first priority for stormwater. The group endorsed:
 - Curb and Gutter with sidewalks
 - Wet stormwater retention ponds
 - Designed as an amenity with a park-like feel, boardwalks & benches
 - Regional Stormwater within the Town Center
 - Take steps now to acquire property
- The next priority area should be the area East of SR87 and West of Ortega not in the Town Center area. The group endorsed:
 - Curb and Gutter
 - Dirt Road paving
- The third priority area should be on the west side of SR87 from Nevada South. The group endorsed:
 - Curb and Gutter
 - Dirt Road paving
- The fourth priority area should be on the west side of SR87 from Nevada North. The group endorsed:
 - Curb and Gutter
 - Dirt Road paving
- The final recommendation was to work in conjunction with the redevelopment of Holley Field, should that come to fruition, to develop regional stormwater on the west side of SR87. The group endorsed acquiring property now for that purpose.

The meeting adjourned at 8:05pm. Originally staff announced the next meeting date as June 22, but after the meeting decided to have only the land use group meet on that night so that they could finalize the land use recommendation. The next infrastructure group meeting will be announced.

**Navarre Town Center Plan
Infrastructure Working Group
June 30, 2004 Meeting Summary**

Kacey Wagg, County staff, opened the meeting at 5:35pm. The group was asked if they would like to discuss water & sewer or wait until Ken Walker with Holley-Navarre Water could attend. The other option would be to discuss underground utilities and street lighting. The group chose to discuss water & sewer.

Early topics of discussion included the cost of sewer taps and the involvement of the Health Department. Members requested that staff provide the group with a list of development that has been approved in the Navarre area for the next meeting. Staff was also asked to work with HNWS to determine the cost of tap fees. Many members felt that it was to the providers benefit to connect homes and businesses to the sewer system and that there should be some way to subsidize and amortize the cost of sewer taps. The group made the following recommendations:

- Communicate with HNWS regarding the location of the Town Center District & the need to expand some sewer
- Subsidize and amortize the cost of retrofitting new mandatory sewer connections and expansions in the following priority order:
 - Town Center
 - East of SR87, west of Ortega
 - West of SR87, south of Nevada
 - West of SR87, north of Nevada
- The group recommended that the County and HNWS work together to determine a proper funding mechanism
- Infrastructure improvement should be coordinated, even installing dry lines if necessary to be concurrent with other public construction in the area
- Lift stations should be upgraded
- Ask HNWS to provide information on its emergency response to Haz-Mat situations

The meeting adjourned at 7:45pm. The next meeting is scheduled for July 14 at 5:30pm at Holley-Navarre Middle School.

**Navarre Town Center Plan
Infrastructure Working Group
July 14, 2004 Meeting Summary**

Kacey Wagg, County staff, opened the meeting at 5:35pm. She presented a map showing the projects that have been approved in the area as requested at the last meeting. She then went over each of the water and sewer recommendations from the last meeting and described the staff meeting with Holley Navarre Water System (HNWS).

Ken Walker then addressed the group and described some of HNWS expansion plans, improvements to lift stations and its emergency response procedures. Several members had questions for Mr. Walker. The group decided not to modify or add any recommendations from the previous meeting.

The group then began discussion of underground utilities. There was discussion about the purpose of undergrounding utilities (i.e. for safety, aesthetics etc...) and some of the maintenance issues. The group agreed to the following recommendations:

- All new development in the entire Navarre Area should put utilities underground
- All utilities should be retrofit to be underground in the Town Center District
- Utilities in the Heart of Navarre District should be put underground in the following priority order:
 - Along US98/SR87
 - As primary county roads (including identified collectors) are improved
 - The area west of SR87 and south of Nevada
 - The area west of SR87 and north of Nevada

After the meeting, staff noted that the area east of the Town Center District had not been identified. This will be brought to the attention of the Steering Group.

The group then addressed street lighting and made similar recommendations (see below) for priority in street lighting.

- All streets in the Town Center should be illuminated
- Other Roads in the Heart of Navarre District should be illuminated in the following priority order:
 - Along US98/SR87
 - As primary county roads (including identified collectors) are improved
 - The area west of SR87 and south of Nevada
 - The area west of SR87 and north of Nevada

The group made the following additional recommendations at the end of the meeting:

- All collector roads and any road with a speed limit 35mph or higher should be striped
- All new construction with a street that leads to a school should have bike/ped features

The infrastructure group is not scheduled to meet again. These recommendations will be sent to the Steering Group for consideration. Staff thanked all participants for their hard work. The meeting concluded at 7:15pm.

**Navarre Town Center Plan
Land Use Working Group
April 27, 2004 Meeting Summary**

The meeting opened at 7:05pm with a welcome by Commissioner Gordon Goodin. Kacey Wagg then presented pertinent information from the public workshop to the group and explained that this information should be used to guide and evaluate the group's work.

The group then moved into a land use exercise in which seven groups were given maps showing generalized existing land use. The groups were asked to identify where amenities discussed at the public workshop could be located. These included town centers, parks, variety of residential housing, open space, new retail and entertainment. They were encouraged to think big and not be concerned with possible roadblocks.

The groups then presented their ideas to the full working group. The following ideas were presented by the groups. They are listed in order of most commonly cited.

- Create a walkable community in the core areas behind Regions Bank.
 - No big chains
 - Pedestrian friendly
 - Curb & gutter
 - Limit vehicular access
 - Regulate signs
 - Lower density & intensity the farther out from the core area
- Construct a walkover from the proposed town center area (described above) to Navarre Park
- Extend the existing boardwalk along the sound from roughly south of the Pawnee/US98 intersection to south of the Andorra/US98 intersection
- If the Navy relocates Holley Field, redevelop this area with a hospital, college, residential and other commercial
- Construct an entertainment complex on land south of Navarre High School
- Allow mixed commercial and multi-family residential (including condos) on the land south of SR87/ US98 intersection and west of Williams Creek
- Put a park on the land west of Holley-Navarre Middle School in Holley-by-the-Sea
- Make US98 bicycle & pedestrian friendly by adding an off-system bike path similar to the one through Gulf Breeze and the Naval Live Oaks
- Construct Walkover from Publix to south side of US98

- Extend commercial north on US98 to East River
- Construct a neighborhood park on the west side of SR87 and south of East Bay/East River
- Create a gateway into Navarre area on US98 (east and west) and on SR87

Members were then asked to fully participate in the process by completing assignments for the May 11 meeting. Three articles were distributed to members to read before the next meeting. Members also volunteered for the following assignments:

Assignment #1: Choose one topic below (1A-1D) and identify places (towns and communities) that excel in these areas and determine what you like about the community—try to be as specific as possible about why you like something or someplace. Contact the planning departments or city managers (contact information is usually available online) to find out how they got to where they are now. A few of the questions to ask may be:

- How did they determine what needed to change in their community, was it part of an overall plan?
- What kind of standards did they implement?
- How were these standards established?
- Have they run into any roadblocks implementing those standards?

1A. Recreation/ Open Space

- good parks system, good recreational opportunities, places that have capitalized on their natural resources without compromising them, places with strong land conservation programs

1B. Civic Spaces

- town square, amphitheatre, public events, any place the promotes formal or informal social interaction

1C. Local, walkable small-scale commercial

-boutique-style business districts with low intensity commercial and possibly a mix of residential

1D. Consistent architecture and mix of land uses

- Places that have an identifiable “look,” where the architecture is unique enough that you immediately recognize it or at least recognize that you have entered an identifiable community
- Places that have easily integrated a mix of land uses, residential, commercial, recreational etc...

At the next meeting you will be asked to present your findings to a small group first and then, after small group discussion, your group will present its findings to the entire working group.

Assignment #2:

Inventory public views and access to the water in Navarre; record these locations on a map. A public view of the water is anywhere that the public can see the sound, this can be from a public park, from the road, from a restaurant. The only places that do not count are private homes/condos/townhouses and any commercial business that is somewhat restricted in terms of access by the public (i.e. office) or does not make the view of the water accessible to its clientele. Public access to the water is not limited to improved boat ramps; it can include any areas that allow the public to walk to and along the waters edge for any recreational purpose (walking, fishing, swimming, picnicking, gazing).

Assignment #3:

Inventory all public interaction spaces in Navarre; record these locations on map. Public interaction spaces are places that the community can formally or informally gather socially. These spaces range from local passive parks, community centers, schools, Baseball/Soccer fields, walking trails, open air markets, coffee houses.

Assignment #4:

Interview seniors and military members and families to determine their needs and how they can be involved/ give back to the community. For example, is it important to have goods and services convenient, what services are lacking, why do they choose to locate here?

Members will bring back information on these areas for discussion at the May 11 meeting.

The meeting adjourned at 6:45pm.

**Navarre Town Center Plan
Land Use Working Group
May 11, 2004 Meeting Summary**

The meeting was opened at 5:35 by Kacey Wagg. Participants were asked to divide into groups by the assignment they chose to complete from the last meeting. The assignments/groups were as follows:

Assignment #1: Choose one topic below (1A-1D) and identify places (towns and communities) that excel in these areas and determine what you like about the community—try to be as specific as possible about why you like something or someplace. Contact the planning departments or city managers (contact information is usually available online) to find out how they got to where they are now. A few of the questions to ask may be:

- How did they determine what needed to change in their community, was it part of an overall plan?
- What kind of standards did they implement?
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Assignment #4:

Interview seniors and military members and families to determine their needs and how they can be involved/ give back to the community. For example, is it important to have goods and services convenient, what services are lacking, why do they choose to locate here?

Groups discussed the information they had gathered until 6:30pm. Information was turned into Planning and Zoning staff. This information will be compiled and presented to the entire group at the next meeting.

The participants then nominated three people for working group captains. There will be two co-captains per group. The three individuals nominated were:

Mark Williams
Sue Peters-Feree
Chrystal Everson

Participants voted for two captains as they exited the meeting. Staff tallied the results to determine that Mark Williams and Chrystal Everson had been chosen as the Land Use Working Group Co-Captains.

The meeting adjourned at approximately 6:45pm.

**Navarre Town Center Plan
Land Use Working Group
May 25, 2004 Meeting Summary**

The meeting was opened at 5:40pm by Kacey Wagg. Ms. Wagg explained that the purpose of that night's meeting was to summarize for all participants what each small group had been working on, what ideas had been generated and what some of the options were. The outline of the presentation summarizing that information follows:

**Navarre Town Center Plan
Land Use Discussions Summary**

Town Center

- Seaside
- Birkdale Village, Huntersville, NC
- Ashville, NC
- Peachtree City
- Riviera Beach, FL (Inlet Harbor)
- Baytowne
- Celebration
- New Village, Dade County

Town Center Locations

- Prado/Esplanade
- Historic
- Grid System
- Wide Rights-of-Way
- Connections to roadway network

- Displace residents
- Need private investment

Town Center Locations

- Navarre Commons
- Under Private Development
- Connected to residential
- Close connections to community facilities

- Heavily commercialized
- Ignores historic layout of Navarre

Town Center Locations

- US98 Re-route north of Prado
- Connected to waterfront
- Connected to existing community facilities

- Isolates residential
- Contingent upon re-routing US98

Civic Spaces

- Official Spaces
- Commission Chambers
- Quasi-Official
- Neighborhood Groups
- Civic Organizations
- Third Places
- Coffee Shops, Barber Shops, Church Socials
- Incidental
- Sidewalks, Parks
- Private
- Home

Civic Spaces

- Concentrate official services in central location
- Police, Fire, Post Office etc....
- Link to community facilities (library, community center, senior center)
- Part of Town Center
- Historic town square ideal
- Include Quasi-official, third, incidental and private spaces with Official spaces in one area

Recreation/Open Space

- Austin, Texas
- City within a park
- Land acquired through Development Agreements
- Hilton Head
- Land preservation
- Charleston, South Carolina
- Parks system
- Park services

Recreation/Open Space

- Active Large Parks
- Community served well (NYSA, YMCA)
- Passive/ Interpretive Parks Needed
- Historic Interpretive Park/Trail on East Bay River
- Nature Walk south of High School/ North of Library
- Extend Boardwalk
- Park just west of Williams Creek
- Williams Creek Island

■Greenbelt

Viewsheds/ Water Access

- Examples
- Pike’s Peak
- Phoenix
- Navarre
- Prado
- Along sound from Beach Bridge to Ortega Park
- SR87 Realignment
- River?

Viewsheds/ Water Access

- Protect existing viewsheds
- Design land development regulations to ensure private development/redevelopment is constructed to retain public view of water, public access to water and encourage land uses that use the view to augment their services (restaurants, small marinas, outdoor outfitters, residential).

Public Interaction Spaces

- Community Center
- Parks
- Schools
- No Third Places
- i.e. Bagel Shop, Ice Cream Shop, Juana’s
- 3rd places tend to be neighborhood based
- Identify locations for neighborhood commercial

Special Populations

- Military
- Overall don’t mind “tourist” activities, need something to do
- Prefer upscale retail and restaurants (i.e. Publix)
- Enjoy “small stuff” that makes Navarre more like a neighborhood/community

There was significant discussion regarding the three possible locations for a town center. Participants agreed that there is a need for different styles and intensities of development and that the area north of US98 in the Prado/Esplanade area seems to make the most sense for a town center area. Participants agreed that anchoring that area with official and quasi-official civic spaces is important.

After some discussion, participants agreed that neighborhood and passive parks are lacking in the Navarre area. One participant suggested creating a park for all ages where there are activities for children, adults and seniors in one location. Participants suggested that the interpretive trail and park on East Bay River should be on the north side. There

was discussion of maintenance for neighborhood parks and it was decided that this issue should be discussed in the future.

Participants were introduced to the idea of a viewshed for the sound and the river and there was some discussion of the types of codes that would help protect views of and protect access to water bodies.

Participants further discussed the need for different kinds of spaces in the town center, including third places, but that these informal interaction spaces are needed in other areas of the community as well.

Finally, the needs of special populations were discussed. More information was provided on the needs of military residents and staff asked for any suggestions participants had for seniors.

The meeting concluded at the end of the presentation at 6:50pm. Issues from the presentation will be discussed in more detail at the next meeting. The Land Use Working Group will meet again on June 8 at 5:30pm in the library at Holley-Navarre Middle School.

**Navarre Town Center Plan
Land Use Working Group
June 8, 2004 Meeting Summary**

The meeting was opened at 5:40pm by Beckie Faulkenberry. Ms. Faulkenberry explained that there had been a problem getting in to the library and staff was working diligently to get the laptop and presentation ready. She explained the purpose of the night's meeting, which was to choose a preferred land use alternative. Following Ms. Faulkenberry's remarks, Ms. Wagg began a presentation, which is summarized below.

**Navarre Town Center Plan
Preferred Land Use Alternative**

Group Consensus Points

- Town Center Location
- Heavy Commercial Locations
- Parks
- Walkover

The presentation included photos of elements of the town center from Fairhope, AL to illustrate to participants how the town center might be laid out and look.

Group Decision Points

- Neighborhood Commercial
- Edges of Heavy Commercial
- Town Center
- Appropriate Locations in Residential Areas

- Multi-Family
- Town Center
- Inland
- Coastal

There was some confusion among participants related to the use of the term "Town Center." Staff explained that the town center district was the small walkable district that the group had decided should be in the area behind Regions Bank. The group discussed this area and staff made use of the County's GIS to show different land use overlays.

The group then discussed the issue of multi-family development. There was concern about increasing the density in Navarre and allowing additional population growth. There was also concern that multi-family development along the water would block the view of the water. Participants discussed land preservation options and protection of viewsheds.

The meeting adjourned at 6:58pm with staff encouraging participants to think over these issues before the next meeting on June 22, 2004.

**Navarre Town Center Plan
Land Use Working Group
June 22, 2004 Meeting Summary**

The meeting was opened at 5:40pm by Kacey Wagg. Ms. Wagg explained that the purpose of the meeting was to continue the discussion related to the preferred land use alternative and develop specific land use recommendations to forward to the Steering Group. Ms. Wagg began with a presentation, which is summarized below.

District Definitions

- **Navarre Area**
Lighthouse Point to Okaloosa County Line
- **Heart of Navarre**
Williams Creek to Baptist Hospital, north on SR87 to River
- **Town Center District**
Grid behind Regions Bank, north of US98 and east of SR87

Group Consensus Points

- Town Center Location
- Heavy Commercial Locations
- Parks
- Walkover

Group Decision Points

- Neighborhood Commercial
 - Edges of Heavy Commercial
 - Town Center
 - Appropriate Locations in Residential Areas
- Multi-Family
 - Town Center
 - Inland
 - Coastal

Neighborhood Commercial

- Nodes in Residential Areas
 - Frontera/Segura
 - East Bay Boulevard/ Avenida De Sol
 - High School Boulevard
 - Turkey Bluff Road

Multi-Family

- Provides a mix of housing types
- Options for different age and income level
- Provides concentrated population base to support community amenities
- Provides opportunities to cluster development and provide open space

Viewshed Protection

- Set aside areas for public protection
- Write LDC language for privately owned commercial waterfront properties
- Encourage businesses that take advantage of water view
- Require design to allow view of or access to water from public property or rights of way

Land Preservation Option

- Provide options for developers to set aside land in exchange for higher densities
- Option 1: Set aside a certain percentage of land on site as usable open space
- Option 2: Set aside the same amount of land elsewhere in the targeted district
- Option 3: Pay a fee in to fund for property acquisition based on an allocation formula

The group members first discussed Neighborhood Commercial zoning and what areas might be targets for such land use. There was much discussion about what Neighborhood Commercial zoning allowed and staff answered questions and clarified land uses. The purpose of Neighborhood Commercial zoning was also discussed. The Land Use Working Group made the following recommendations related to Neighborhood Commercial Zoning:

- Encourage Neighborhood Commercial zoning as a buffer between Heavy Commercial (HCD) and residential
- Encourage Neighborhood Commercial around park areas
- The following areas are suitable for Neighborhood Commercial and its development should be encouraged:
 - Frontera/Segura intersection
 - CR399/Avenida De Sol intersection
 - High School Boulevard (SR87 to Pawnee)
 - Turkey Bluff Road (SR87 to Rosemont)

The group discussed the issue of parks. While Navarre has numerous active parks (sports complexes/ball fields), it does not have many passive parks. Several locations for passive parks and interpretive trails were identified, but some in the group felt that more attention should be paid to creating neighborhood parks. The pros and cons of neighborhood parks were discussed and in a straw poll, the group consensus was that no major recommendations should be made to create new neighborhood parks. The group did determine that the Land Development Code should expressly allow developers to choose to put in a neighborhood park with private funding and private maintenance.

The group discussion then moved to multi-family land uses. There was significant discussion of the appropriateness of multi-family, in general and with regard to specific development proposals. The general consensus was that multi-family is appropriate for Navarre, but the question was where and how intense in terms of size, height and density.

Group members agreed that the Viewshed Protection and Land Preservation Options should be recommended to the Steering Group. See descriptions of these recommendations in the presentation summary above.

Group members identified four locations to target for multi-family development.

- Town Center District
- Near Navarre High School
- Behind the existing Winn Dixie
- In all areas targeted for Neighborhood Commercial

The group then discussed the issue of height of structures. Three recommendations were made and will be forwarded to the Steering Group.

- Height of multi-family structures should be restricted based on the adjacent land use. When abutting lower intensity land uses, the multi family structure height should be restricted more than when abutting commercial or other multi-family uses. This recommendation is intended to function in much the same way as the current landscape buffers function. This recommendation applies to all of the “Heart of Navarre.”
- One-half the height of all multi-family and commercial structures should be left open as a view corridor on all soundfront property in the “Heart of Navarre.” For example, a 50 foot structure would have to leave a 25 foot view corridor on the property to allow a view of the sound.
- All multi-family soundfront development in the “Heart of Navarre” should be limited to a height of 150 feet.

At the very end of the meeting, the group also agreed to submit a recommendation that the Navarre Area become “wet.”

Please note that none of the recommendations were unanimous. Straw polls were taken and majority ruled.

The meeting adjourned at approximately 8:00pm with the thanks of staff and Commissioner Goodin.

**Navarre Town Center Plan
Landscaping Working Group
May 4, 2004 Meeting Summary**

The meeting opened at 7:05pm with a welcome and staff introductions by Kacey Wagg. Group participants then introduced themselves. Kacey Wagg then presented pertinent information from the public workshop to the group and explained that this information should be used to guide and evaluate the group's work.

Kacey Wagg explained to the group that the planning staff felt that the first necessary step was to educate everyone on the codes that were already in place. Ms. Wagg made a power point presentation on the Landscaping ordinance and the Tree Protection ordinance. An outline of this presentation is shown below.

Santa Rosa County Commercial Landscaping Requirements

Landscape Plans

- ▶ Buffer areas
- ▶ Species of plant material
- ▶ Specs of plant material
- ▶ Planting Details
- ▶ Tree Survey & Inventory
- ▶ Protection Plans for Existing Vegetation

Landscaping Requirements

- ▶ Florida #1 Required
- ▶ Irrigation required to maintain vegetation (by underground system or hand watering)
- ▶ Continued maintenance required

Perimeter Landscaping

- ▶ 10 feet deep on all public rights of way
- ▶ 1 tree every 40 linear feet
- ▶ Turf grass or other ground cover

Parking & Interior Landscaping

- ▶ Planter islands required every 12 parking spaces
- ▶ Islands must be at least 90 square feet and contain:
 - 1 shade tree
 - 4 shrubs

Landscape Buffers

- ▶ Provide a vegetative buffer between incompatible land uses
- Size determined by relative intensity of adjacent uses

Tree Protection Ordinance

Permits Required

- ▶ Tree removal on commercial lots & in planned subdivisions requires review & permit
- ▶ Protected trees can be removed for the following reasons:
 - Reconfiguration of the site is not feasible
 - Tree will be a hazard to public safety upon site completion
 - Tree will be a hazard to a structure upon site completion
 - Tree will interfere with required infrastructure
 - Tree will be within the footprint of a principle structure or will cause the lot to be non-buildable

Subdivisions

- ▶ Protection limited to Heritage and Champion Trees
- Heritage trees are more than 60” in diameter
- Champion trees are the largest specimen of a species in the state

List of Protected Trees

At 8 inches:

- (1) Hickory
- (2) American Beech
- (3) Holly
- (4) Southern Magnolia
- (5) Black Tupelo Gum
- (6) Tupelo Gum (water gum)
- (7) White Oak
- (8) Swamp Chestnut Oak
- (9) Live Oak
- (10) Bald Cypress
- (11) Pond Cypress
- (12) Sweet Gum
- (13) Sand Live Oak
- (14) Eastern Red Cedar
- (15) Southern Red Cedar

Tree Mitigation

- ▶ Protected trees that are removed must be replaced with canopy trees according to a mitigation table

Tree Credits

- ▶ Credit is given for protected trees that are saved in accordance with the tree credit table

Other Specifics

- ▶ Tree protection fencing required for all existing trees to be saved

- ▶ Review fees will be reduced by 20% if a Landscape Architect designs the plan
- ▶ Subdivision developers can waive requirements if they agree to plant two trees per residential lot & provide a mechanism to ensure that those trees are maintained (covenants & restrictions)

During the presentation, several ideas emerged from the participants:

- Requiring landscaping at subdivision entrances and in common areas of subdivisions
- Requiring a landscape architect on larger projects
- Requiring that developers pay for landscaping of public areas, specifically roadway medians

Following the presentation, members were then asked to complete at least one of two assignments for the next meeting:

Assignment 1:

Research how other communities have funded median beautification and landscaping of other public infrastructure. Contact local planning departments or research grant opportunities.

Assignment #2:

Find examples of landscaping you like, take photos to discuss at the next working group meeting.

Kacey Wagg asked members to wait until the next meeting to select a working group captain so that the group has a chance to get to know one another. The next meeting will be at 7:00pm on May 18 at Holley-Navarre Middle School.

The meeting adjourned at 8:10pm.

**Navarre Town Center Plan
Landscaping Working Group
May 18, 2004 Meeting Summary**

The meeting opened at 7:05pm with a welcome and staff introductions by Kacey Wagg. Group participants then introduced themselves.

The first item on the agenda was funding options for median beautification. Gaius Bruce relayed information he gathered from the City of Niceville. Their median landscaping is funded entirely through the parks and recreation department. He also described a park/nature walk the City of Niceville has developed along Turkey Creek through a state grant. He suggested Navarre should look at developing a similar amenity along East Bay River.

The only other example discussed was the City of Milton, which funds its median landscaping through its Main Street Milton program. The groups cited the fact that speed limit changes impact what can be planted in the state medians. Staff was asked to get information on the FDOT regulations.

The group also noted that a maintenance program is imperative. The issue of using reclaimed water in the median was discussed. Staff was asked to coordinate discussions between the County, FDOT and Holley-Navarre Water to facilitate installing irrigation pipes in the medians for reclaimed water.

Participants suggested having an adopt-a-highway or sponsor program, but determined that all maintenance & planting should be done by one entity. Sponsors could still be used, but they would simply pay to have the work done. Using prisoner help was suggested.

Funding ideas suggested included:

- Special assessments of property owners along the corridor
- Tax Increment Financing
- Incentives for developers to pay for the median landscaping improvements

The group will discuss the existing landscaping ordinance at the next meeting to determine if more stringent or additional regulations are needed in the Land Development Code.

The group voted on working group co-captains to represent the participants on the Steering Group. Those co-captains will be Gaius Bruce and Joanne Connor.

The next meeting will be at 7:00pm on June 1 at Holley-Navarre Middle School.

The meeting adjourned at 8:10pm.

**Navarre Town Center Plan
Landscaping Working Group
June 1, 2004 Meeting Summary**

The meeting opened at 7:05pm with a welcome and staff introductions by Kacey Wagg.

Kacey Wagg asked the group to discuss different elements of streetscapes as to whether they were appropriate for the town center area and, if so, how they could be used. At the beginning, the group identified street monument signs and a fountain as elements they would like to see in the streetscape of the town center plan.

Participants cited irrigation as an issue for planter strips. The types of plantings should be a mix of native and non-native adapted species and should be congruous with the architecture. Participants also recommended that the Garden Club could handle supplemental annuals. The inclusion of bat houses and/or purple martin houses was also suggested. The use of planter boxes was seen as something that could be included later or as something that businesses could be required to do. Participants decided that street trees should be ornamental for the most part, with shade trees where the amount of pervious surface would allow. The use of bollards is acceptable, but participants preferred the use of a theme unique to the area—nautical or beach related. The use of different pavement types was supported by the group, but expense and maintenance is an issue. Participants suggested using stamped concrete or asphalt. Street lighting was supported, but participants wanted to ensure that the lighting was subtle and the lamps were congruous with the architecture. Participants did not like the idea of having a clock in the town center area. Typical park benches were preferred over planter boxes with benches. Participants suggested using these sparingly within the town center area. Sidewalk seating, water fountains, trash receptacles and information kiosks were also supported as part of the overall streetscape design.

During the presentation, participants recommended using the ARC for maintenance and clean-up.

Since the June 15 meeting will interfere with the Board of Adjustments, the group will not meet again until 7:00pm on June 29 at Holley-Navarre Middle School.

The meeting adjourned at 8:10pm.

Navarre Town Center Plan Steering Group July 27, 2004 Meeting Summary

The meeting was opened at 5:40pm by Kacey Wagg, Planning & Zoning staff. Steering group members and observers then introduced themselves. Those steering group members in attendance were: Paul Kannon, Infrastructure, Joanne Connor, Landscaping, Julie Seanor, Architecture, Mark Williams, Land Use, Karin Heaton, Architecture and Chrystal Everson, Land Use.

Ms. Wagg then began a presentation by discussing the purpose of the Steering Group. That portion of the presentation is summarized below.

Steering Group

➤Purpose

- Reconcile any conflicting recommendations from the working groups
- Determine if district boundaries should be contracted or expanded based on the group recommendations
- Consider timelines for improvements and note any conflicts
- Consider funding mechanisms and make some recommendations on funding alternatives

Steering Group

➤Format

- More formal than the working groups
- Discussion will largely be limited to group members
- Recommendations will be voted upon

Working Group Recommendations

➤Four Working Groups

- Infrastructure
- Land Use
- Architecture
- Landscaping
- Architecture & Landscaping Recommendations Incomplete
- Divided Recommendations Geographically for Steering Group Review

Ms. Wagg then moved on with the portion of the presentation describing the recommendations of each of the working groups. That portion of the presentation is summarized below. Italicized notes show where the Steering Group clarified or amended recommendations.

Town Center Recommendations

➤General Architectural Recommendations

- A walkover of US98 should be located close to the Town Center for pedestrians a bicyclists
- The Town Center should be designed for pedestrian traffic, but should allow vehicles in all areas. Particular attention should be paid to accommodating deliveries, slowing traffic and providing extra wide sidewalks with outside café seating
- Deliveries/Utilities/Waste Receptacles should be in the rear of buildings
- The Town Center should be the first priority for the addition of sidewalks

Town Center Recommendations

➤Architectural Recommendations

- No metal, vinyl or aluminum siding should be allowed
- Fences
 - No chain link
 - Same style as building
 - Wrought iron or aluminum “look-alike” allowed
 - Hedges allowed
 - Fences should be lower in the front than in the rear (*Maximum height of fences in the front will be 4 feet, with additional heights for arbors & gates allowed to 7 feet*)
- Foundations- on and off grade allowed, off-grade should be cosmetically concealed
- Columns- should be proportionate to the structure and can be constructed of the same materials as fences

Town Center Recommendations

➤Architectural Recommendations

- Porches and balconies should be encouraged when appropriate to the architectural style
- Towers, cupolas and widows walks should be encouraged when appropriate to the architectural style. They should be allowed to extend above the height limit of habitable space for aesthetic purposes (*The group clarified that the extended height would fall within the subsequently recommended 10%*)
- Roof should be consistent with the architectural style. No flat roofs allowed without parapet.
- Doors: the code should be written to prohibit “cheap metal storefront.” Flush doors should not be allowed. (*Doors should be consistent with the architectural style of the building and have a door casing and door jamb*)
- Windows
 - No full glass front allowed
 - No vinyl windows (*vinyl and aluminum clad windows shall be allowed*)

- Windows should be consistent with the architectural style

Town Center Recommendations

➤ Architectural Recommendations

- Outbuildings: the outbuilding to be constructed in the same style as the primary structure.
- Shutters: if used, should be operable & sized for their opening.
- Paint Colors should be consistent with the architectural style. Staff will present color palettes for approval. Applicants will be able to petition an Architectural Review Board for permission to use other colors
- Parking: No dirt or gravel parking allowed. Permeable pavement should be encouraged
- Mechanical units/ utility connections should be screened and located on the side or rear of the structure (*These connections should not be visible from the front of the building or from pedestrian alleyways/walkways. The Code should also be written to keep utilities from interfering with pedestrian activities, including sidewalk café seating*)
- Landscaping: All developers/tenants in the Town Center District should be assessed a fee in order to maintain landscaping along the streets and sidewalks of the District

Town Center Recommendations

➤ Architectural Recommendations

- Signage:
 - No neon, flashing or animated signs allowed
 - Sign construction should be compatible with the Architectural Style
 - Portable easel (menu) signs are permitted, but all other portable signs should be prohibited
 - No signs, arcade, façade or freestanding signs, should be internally illuminated, but backlighting of letters should be allowed.
 - In terms of size, the group recommended that signs in the Town Center District be smaller than those allowed in HCD, but a percentage of the building front requirement would be appropriate to ensure proportionality. *Staff was asked to research this further and present specific size recommendations to the Steering Group.*

Town Center Recommendations

➤ Architectural Recommendations

- Parking Lot Lighting:
 - Put lights on sensors
 - Lighting should be intense enough to be safe. Publix was provided as an example, although participants preferred that the fixtures not be as tall and that they be shielded from residential uses
- Building Lighting:

- Security lighting should be allowed, but the element of any permanent lighting should not be visible from the street. Gas lamps are excepted.
- Landscaping:
 - Amber lighting is allowed, no other colored lighting is permitted.
 - All permanent fixtures should be concealed except for sidewalk/trail lighting
 - Holiday decorations are permitted

Town Center Recommendations

➤ Architectural Recommendations

- Building Height:
 - A 10% encroachment above the permitted building height should be allowed for decorative architectural element.
 - A building height to street width ratio of 1:2 should be used to control height of all structures within the district.
 - Staff was asked to bring back information on floor area ratios and other mechanisms for controlling the mass of the structures in the Town Center District

Town Center Recommendations

➤ Infrastructure Recommendations

- The Town Center should be the first priority for stormwater. The group endorsed:
 - Curb and Gutter with sidewalks
 - Wet stormwater retention ponds
 - Designed as an amenity with a park-like feel, boardwalks & benches
 - Regional Stormwater within the Town Center
 - Take steps now to acquire property

Town Center Recommendations

➤ Infrastructure Recommendations

- Communicate with HNWS regarding the location of the Town Center District & the need to expand some sewer
- The Town Center should be the first priority for retrofitting with new mandatory sewer connections. The cost of retrofitting should be subsidized and amortized.

Town Center Recommendations

➤ Infrastructure Recommendations

- All utilities should be retrofit to be underground in the Town Center District
- All streets in the Town Center should be illuminated

Town Center Recommendations

➤ Land Use Recommendations

- Town Center should be a target area for multi-family development

Heart of Navarre Recommendations

➤General Architectural Recommendations

- New development should be required to construct sidewalks on US98
- Sidewalks should be installed on both sides of US98
- Sidewalks should be added to High School Boulevard
- Sidewalks should be added in the following priority areas:
 - East of SR87, west of Ortega
 - West of SR87, south of Nevada (*East of Avenida Del Sol, north of US98*)
 - West of SR87, north of Nevada (*East of Avenida Del Sol, north of US98*)

Heart of Navarre Recommendations

➤General Architectural Recommendations

- Land Uses in the Heart of Navarre should be restricted in the following ways:
 - No industrial
 - No storage uses
 - No auto sales or repair
 - No pawn shops
 - Marine sales and repair should be by conditional use only
 - Outdoor display areas should be restricted (i.e. “flea markets”)

Heart of Navarre Recommendations

➤Architectural Recommendations

- Specific architectural recommendations for the Heart of Navarre District will be discussed tomorrow night at a joint Landscaping/ Architecture Working Group meeting

Heart of Navarre Recommendations

➤Infrastructure Recommendations

- The next priority area for stormwater and sewer connection should be the area East of SR87 and West of Ortega not in the Town Center area. The group endorsed Curb and Gutter and Dirt Road paving for this area.

Heart of Navarre Recommendations

➤Infrastructure Recommendations

- Undergrounding Utilities and Street Lighting should be prioritized in the following order
- Along US98/SR87
- As primary county roads (including identified collectors) are improved
- The area west of SR87 and south of Nevada (*East of Avenida Del Sol, north of US98*)
- The area west of SR87 and north of Nevada (*East of Avenida Del Sol, north of US98*)

- ** The area east of the Town Center was not identified** (*This area was moved to priority number three below primary county roads and above the Nevada areas*)

Heart of Navarre Recommendations

➤ Land Use Recommendations

- The area behind Winn Dixie should be targeted for multi-family development
- Height of multi-family structures should be restricted based on the adjacent land use. When abutting lower intensity land uses, the multi family structure height should be restricted more than when abutting commercial or other multi-family uses.
- One-half the height of all multi-family and commercial structures should be left open as a view corridor on all soundfront property
- All multi-family soundfront development in the “Heart of Navarre” should be limited to a height of 150 feet

Navarre Area Recommendations

➤ Infrastructure/Transportation

- Interconnections
 - Leisure Street to Avenida Del Sol (at Nevada)
 - Frankfort to Avenida Del Sol (at Beleza)
 - Palmetto to Las Vegas Trail (at Escola)
 - Hemlock to CR399
- East-West Connections from County Line
 - From north Rosewood
 - West to Crescentwood
 - West to Deer Lane
 - North from Panhandle Trail to Turkey Bluff Road

Navarre Area Recommendations

➤ Infrastructure/Transportation

- Designation of Collector Roads (higher speed with pedestrian features)
 - Panhandle
 - Andorra
 - Granada
 - Laredo
- All collector roadways with posted speeds of 35mph or higher should be striped

Navarre Area Recommendations

➤ Infrastructure/Transportation

- Bike Path/Bike Route Connections
 - Connect High School to Library
 - Fort Worth
 - Fourth Street
 - Hartington Drive

- Ortega
- All new construction with a street that leads to a school should have bike/ped features

Navarre Area Recommendations

➤Infrastructure/Stormwater

- After the Town Center, the following areas should be addressed for stormwater, including curb & gutter and dirt road paving, in priority order:
 - West of SR87, South of Nevada
 - West of SR87, North of Nevada
- Work in conjunction with the redevelopment of Holley Field, should that come to fruition, to develop regional stormwater on the west side of SR87. The group endorsed acquiring property now for that purpose.

Navarre Area Recommendations

➤Infrastructure/Sewer & Water

- The group recommended that the County and HNWS work together to determine a proper funding mechanism for sewer retrofitting
- Infrastructure improvement should be coordinated, even installing dry lines if necessary to be concurrent with other public construction in the area
- Lift stations should be upgraded
- Ask HNWS to provide information on its emergency response to Haz-Mat situations

Navarre Area Recommendations

➤Land Use Recommendations

- Encourage Neighborhood Commercial zoning as a buffer between Heavy Commercial (HCD) and residential
- Encourage Neighborhood Commercial around park areas
- The following areas are suitable for Neighborhood Commercial and its development should be encouraged:
 - Frontera/Segura intersection
 - CR399/Avenida De Sol intersection
 - High School Boulevard (SR87 to Pawnee)
 - Turkey Bluff Road (SR87 to Rosemont)

Navarre Area Recommendations

➤Land Use Recommendations

- Multi-Family Development Target Areas
 - Near Navarre High School
 - All areas targeted for Neighborhood Commercial
- Land Development Code should expressly allow developers to choose to put in a neighborhood park with private funding and private maintenance.

Navarre Area Recommendations

➤ Land Use Recommendations

- Viewshed Protection
 - Set aside areas for public protection
 - Write LDC language for privately owned commercial waterfront properties
 - Encourage businesses that take advantage of water view
 - Require design to allow view of or access to water from public property or rights of way

(The Steering Group clarified that this recommendation was to apply only to the Heart of Navarre District)
- Land Preservation Option- provide options for developers to set aside land in exchange for higher densities
 - Option 1: Set aside a certain percentage of land on site as usable open space
 - Option 2: Set aside the same amount of land elsewhere in the targeted district
 - Option 3: Pay a fee in to fund for property acquisition based on an allocation formula

(The Steering Group clarified that this recommendation was to the entire Navarre Area)

Navarre Area Recommendations

- The Navarre Area should become “wet.”

During the presentation group members and county staff noted items that will need more research and further discussion. Those items are listed below:

- Sign size recommendations for the Town Center District (staff research)
- Light intensity levels for Town Center District Parking Lots (staff research)
- Installation of sidewalks on both sides of US98 (staff & group discussion)
- Clarifying outdoor display areas restrictions (staff research)
- Discuss stormwater initiatives for the area East of SR97 and West of Ortega not in the Town Center District with Engineering and Road & Bridge (county staff coordination)

The meeting adjourned at approximately 7:50pm. The next meeting of the Steering Group will be on Tuesday August 3, 2004 at 5:30pm in the library at Holley-Navarre Middle School. Future meetings of the group will be on August 10 and 17 at the same time and in the same location.

**Navarre Town Center Plan
Steering Group
August 3, 2004 Meeting Summary**

The meeting was opened at 7:30pm by Kacey Wagg, Planning & Zoning staff. Ms. Wagg thanked the members for their patience as the meeting prior to the Steering Group ran long. Ms. Wagg showed several power point slides recapping additional recommendations made by the Architecture and Landscaping groups at their July 28, 2004 meeting. There was discussion among members, staff and observers throughout the presentation. What follows are lists of recommendations made or endorsed by the Steering Group:

- No exposed cinder block should be allowed in the Town Center
- An Architectural Review Board should be created to review plans for new developments and redevelopment in the Town Center and Heart of Navarre
- The landscape strips recommended by the working groups should be five feet wide and in the rows where the strips are required, parking islands should be located every 24 spaces
- Standards should be codified to address maintenance of underbrush in required viewsheds in order to maintain a view of the water

The group also noted several recommendations that would need further discussion. Staff had already noted the following:

- Sign size recommendations for the Town Center District (staff research). *Members recommended signage in general, including billboards, be discussed.*
- Light intensity levels for Town Center District Parking Lots (staff research)
- Installation of sidewalks on both sides of US98 (staff & group discussion)
- Clarifying outdoor display areas restrictions (staff research)
- Discuss stormwater initiatives for the area East of SR87 and West of Ortega not in the Town Center District with Engineering and Road & Bridge (county staff coordination)

Members added the following items to this list:

- Chain link prohibition in the Heart of Navarre
- Paint Colors (Sarah Hernandez volunteered to bring color examples for the Heart of Navarre. These would be colors to disallow)
- Xeriscaping and Palm Trees
- Natural buffer versus the required 10 foot landscape buffer along the frontage of property
- Building Height
- Building Width- specifically designing minimum viewsheds along the sound to prevent shorter buildings from blocking the entire view. Private gated communities will also need to be discussed.

- Metal Roofs
- Mechanical Unit Screening
- Land Preservation Option
- Land use requirements in different sections of the Town Center
- Designation of public spaces inside and adjacent to the Town Center District. A working group member has brought to staff's attention the need to locate public restrooms in the Town Center District.

Members were asked to review all the recommendations and email staff with any additional items that should be held out for discussion. Any items not discussed will be forwarded "as is" to the County Commission.

The meeting adjourned at approximately 9:15pm. The next meeting of the Steering Group will be on Tuesday August 10, 2004 at 5:30pm in the library at Holley-Navarre Middle School.

**Navarre Town Center Plan
Steering Group
August 10, 2004 Meeting Summary**

The meeting was opened at 5:40pm by Kacey Wagg, Planning & Zoning staff. The group discussed eight topics:

- Public Space Designation
- Paint Colors
- Specific Land Use requirements in the Town Center
- Chain Link in the Heart of Navarre
- Mechanical Unit Screening
- Metal Roofs
- Land Preservation
- Sidewalks on US98

Recommendations made or endorsed by the Steering Group for each of these topics are listed below:

Public Space Designation:

Public space in the Town Center District should be a plaza space/ passive park combined with wet stormwater and an amphitheatre if possible. Water fountains and restrooms should be located in or near this space. Additional public facilities can be added in the future if needed. Additional public space, especially for meetings, should be added in a government center area close to the existing library and senior center. The County should coordinate maintenance contracts for the Town Center District just as it will manage the Architectural Review Board. The Steering Group recommended that the County and the Fire District coordinate on possible relocation of the Fire Department to a location with better and more reliable access to US98.

Paint Colors:

The Steering Group looked at the Sherwin-Williams Color Options palette as a guide for developing paint color recommendations for the Heart of Navarre. The group decided not to allow any colors designated as energetic brights. Colors in the first and second tier of the chips should be allowed for trim only. The group decided to delete pages 79-85 and 97-120. The Steering Group endorsed the recommendation to adopt historic color palettes from different manufacturers for use in the Town Center. These would be the only allowable colors.

Land Use Specifications in the Town Center:

The Steering Group recommended that the core area of the Town Center District be in the vicinity of the Prado/Esplanade intersection and long the lengths of these roadways. The

core area includes these blocks, but is not limited just to them. The group recommended that several blocks on either side of this area be included. The core area of the Town Center should allow only retail on the first floor, with office and loft-style residential allowed on the upper floors. In the areas outside the core area, but still inside the Town Center District, office, residential and retail will all be allowed on the first floor.

Chain Link:

In the Heart of Navarre, the group agreed that Chain Link Fencing should be allowed if it is not visible from a public right-of-way, including navigable waterways and bridges.

Mechanical Unit Screening:

The group clarified that in the Heart of Navarre, mechanical units should be screened from public view, including views from navigable waterways and bridges.

Metal Roofs:

The codes governing use of metal roofing should restrict the use of cheaper grades of roofing. They should also ensure that the roof matches the architectural style of the building and the color of the roof should be regulated by the same color palettes applicable to the district.

Land Preservation:

Group members discussed the fact that the Land Preservation Options were not an incentive to increase density (upzone), but an additional requirement *if* the Local Planning Board recommended and the Board of County Commissioners approved a rezoning request that resulted in increased density. All rezoning requests should be considered based on their impact to the community regardless of the possibility of land preservation as a result.

Sidewalks on US98:

Some of the recommendations from the Working Groups regarding installation of sidewalks on US98 were vague. The Steering Group was asked to discuss and clarify the recommendations. The group determined that all new developments in the Heart of Navarre should be required to install sidewalks contiguous with any existing pedestrian features on adjacent property. The group recommended that the County pursue the construction of sidewalks or pedestrian paths on both sides of US98 from Granada to Andorra. In the section from Ortega to Granada, the group recommended that a system of pedestrian connectivity be provided. The group indicated that the final plan should reflect the desire of the community for pedestrian connectivity and facilities in the entire Navarre Area. The group also endorsed the FDOT requirement for pedestrian features at every signal and recommended that all County signals be constructed with pedestrian features.

**Navarre Town Center Plan
Steering Group
August 17, 2004 Meeting Summary**

The meeting was opened at 5:40pm by Kacey Wagg, Planning & Zoning staff. Ms. Wagg introduced Patsy Ladner and Gregg Madsen of the Planning & Zoning office. After brief introductions by the Steering Group members in attendance and members of the audience, Ms. Wagg turned the meeting over to Ms. Ladner. Ms. Ladner presented information to the members on the current requirements of the sign ordinance. She covered:

- On premise signs
- Wall signage
- Strip Centers
- Shopping Centers/Malls
- Billboards

Following her presentation, the group discussed sign regulations for the Heart of Navarre and Town Center Districts. Their recommendations for both of these districts appear below.

Town Center District

- No on premise (freestanding) signs will be allowed
- Wall signage will be limited to 5% of the building frontage, not to exceed 24 square feet. This will not apply to businesses fronting US98.
- The only electronic message boards allowed in the Town Center will be Time and Temperature signs.
- No temporary or portable signs will be allowed, with the exception of menu boards. These boards should not impede pedestrian or vehicular traffic and should not cause any safety hazard. *Staff was asked to formulate size requirements for these signs.*
- Colors of signage will not be regulated
- Building owners will be required to take down signs if there is not a business occupying the space
- No flagging or pennants will be allowed except for civic events and grand openings. Grand openings will be limited to 30 days.
- No billboards will be allowed in the Town Center

Heart of Navarre District

- Landscaping will be required around the base of the sign
- Existing Billboards will removed from the Heart of Navarre over a period of time to be specified

- Signs in will be limited to 20 feet in height.
- The exposed posts of a sign must be architecturally appropriate to the design of the overall sign and will not be more than half the height of the sign.
- Addresses will be required on signs
- No neon lighting will be allowed on signs
- Signs will not be internally illuminated. The group desired the same lighting requirements as in the Town Center District.

The group decided to defer the remainder of the items on the agenda (Lighting, Landscaping and Outdoor Merchandise Displays) for the August 24, 2004 meeting. The meeting adjourned at approximately 8:15pm. The next meeting of the Steering Group will be at 5:30pm on August 24, 2004 in the library at Holley-Navarre Middle School.

**Navarre Town Center Plan
Steering Group
August 24, 2004 Meeting Summary**

The meeting was opened at 5:40pm by Kacey Wagg, Planning & Zoning staff. Ms. Wagg introduced Gregg Madsen of the Planning & Zoning office. After brief introductions by the Steering Group members in attendance, Ms. Wagg turned the meeting over to Mr. Madsen. Mr. Madsen presented information to the members on the current requirements of the landscape code. He covered:

- Perimeter Landscaping
- Parking & Interior Landscaping
- Types of Plants
- Irrigation

Following his presentation, the group discussed landscape regulations for the Heart of Navarre District. Their recommendations appear below.

Landscape Strips Between Parking Rows

- These strips should be wide enough to support a tree. During implementation, staff was directed to set the width necessary for this based on information from industry professionals. Staff was also directed to set a minimum linear distance between trees that would result in a canopy effect in the parking lot.
- The code should be written to require shrubs to be clumped so that there are “walk-thrus” available for pedestrians.
- The code should allow for small openings in these strips, if necessary, for stormwater control.
- The group gave staff the ability to shorten parking spaces on these rows to account for the fact that overhang of the front bumper is allowed on the landscape strip. This reduction would be to 16 feet only.

Natural Vegetation

- During implementation, staff was directed to develop incentives, with penalties at certain points, designed to preserve natural vegetation on site, especially on the perimeter.

Transplanting

- During implementation, staff was directed to research the possibilities of transplanting certain trees either on site or to county-owned receiving areas.

Xeriscaping

- During implementation, staff was directed to develop incentives for creating drought-tolerant landscape plans
- During implementation, staff was directed to develop incentives for installing on-ground water systems
- During implementation, staff was directed to coordinate with Santa Rosa County utilities on the use of reclaimed water

The Steering Group then discussed regulating outdoor display areas. This topic originally emerged from the architecture group as a result of the desire to keep businesses with large amounts of wares for sale outdoors from locating within the Heart of Navarre. Ms. Wagg made a brief presentation of information gleaned from staff research on this topic, then group members initiated discussion. Their recommendations appear below:

Outdoor Merchandise Displays

- The merchandise to be sold must be directly related to the retail establishment
- Decorative items that relate to or complement the business allowed
- In the Heart of Navarre District, the size of the display area should be limited to 50% of the Building frontage
- In the Town Center District, displays should be required to be directly adjacent to the building, extending no more than four feet. The group pointed out that a distinction will need to be made between display areas and sidewalk seating in terms of their encroachment on pedestrian areas
- The total maximum height of an outdoor merchandise display should be 12 feet
- Wares may only be displayed during business hours
- Displays cannot block emergency lanes, sight distance, handicapped access, doorways, pedestrian walkways etc...
- Displays may not encroach on permitted parking areas
- Displays are allowed on hardscape only (not in landscaped areas)
- Displays may have one sign describing the items and price. This sign may be no larger than the display. No lighting of the display is allowed.
- Displays are not allowed on vacant property
- Displays with itinerant vendor or tent permits are excepted.

The final topic discussed by the Steering Group was lighting. Mr. Madsen briefly described the current regulations, noting that they are very vague. He then used the light meter to illustrate the footcandle measurements of different lighting levels. Group members went outside for part of this demonstration and to see different lighting structures. The group then made recommendations, which appear below.

Lighting

- Staff was directed to work with Gulf Power on the availability of solar lighting and developing County incentives for using solar lighting

- Staff was also asked to work with Gulf Power on light structure styles to determine if any stock styles exist for use in the Town Center
- In the Town Center and the Heart of Navarre the group gave staff the following direction:
 - Lighting should be regulated to a with more specificity than is currently provided for in the code
 - Downlighting should be required
 - Parking lots should be lit more than the street
 - Specific, but not overly restrictive, footcandle and wattage limits should be devised. These limits should be lower in the Town Center than in the Heart of Navarre
 - Height of the structures should be considered during the development of new limits
- In the Town Center, the group recommended that all lighting styles be uniform to create an overall look.

The group was then reminded about next week's meeting. Commissioner Goodin informed the group that he would not be able to attend. Since building height will be on the agenda, he informed the group that while he can support additional height in a limited section on the Sound, he cannot support major height increases throughout the Heart of Navarre.

Group members were reminded to vote prior to the next Steering Group meeting. The members then heard a motion from Joanne Connor to require any property that is allowed two signs (for two separate frontages), to use a monument sign as one of the permitted signs. The vote on the motion was 3-3, thus it failed.

The meeting adjourned at approximately 9:00pm. The next meeting of the Steering Group will be at 5:30pm on August 31, 2004 in the library at Holley-Navarre Middle School.

**Navarre Town Center Plan
Steering Group
August 31, 2004 Meeting Summary**

The meeting was opened at 5:47pm by Kacey Wagg, Planning & Zoning staff. Ms. Wagg introduced herself and Beckie Faulkenberry, Planning & Zoning Director. Ms. Wagg reminded all present that the public workshop on the Navarre Town Center Plan is scheduled for Monday September 13, 2004 from 6-8pm in the library at Holley-Navarre Middle School. After the steering group members introduced themselves, Ms. Wagg explained how the steering group functioned and that public comment on each agenda item would be taken at the end of the discussion. The steering group members present were: Paul Kannon, Chrystal Everson, Julie Seanor, Joanne Connor, Mark Williams and Gaius Bruce.

The first item on the agenda was the issue of setbacks. Ms. Wagg presented the recommendation from the working group:

- Setbacks should be relaxed on US98 & SR87 if the developer locates the parking and stormwater in the rear

The group noted that all properties must meet stormwater regulations, if they cannot, then setbacks cannot be relaxed. The group did not decide to make any substantive changes to the working group recommendation. There was general discussion from the public regarding the County's stormwater regulations.

During discussion on this agenda item, the group did discuss stormwater ponds in subdivisions. The following recommendation was made:

- Explore the possibility of making stormwater ponds in subdivisions an amenity. Create incentives to encourage this if possible.

The next item on the agenda was viewsheds. Ms. Wagg summarized the working group recommendations:

- Set aside areas for public protection
- Write LDC language for privately owned commercial waterfront properties
- Encourage businesses that take advantage of water view
- **Require design to allow view of or access to water from public property or rights of way**
- Standards should be codified to address maintenance of underbrush in required viewsheds in order to maintain a view of the water
- One-half the height of all multi-family and commercial structures should be left open as a view corridor on all soundfront property in the "Heart of Navarre." For example, a 50 foot structure would have to leave a 25 foot view corridor on the property to allow a view of the sound.

Ms. Wagg noted that the problem with these recommendations is that without a minimum view corridor requirement, properties with “shorter buildings” will be able to block the viewshed. The group discussed several possible solutions as presented by Ms. Wagg:

- Base the view corridor requirement for all properties on the width of the lot.
 - A base percentage of the lot should be left open as a view corridor
 - Can still require additional space in the corridor for taller buildings
- Other Requirements
 - Parking
 - Administrative Modifications

The group discussed gates and shrubbery not blocking the viewsheds and determined that this should be codified. Shrubby will be required to be trimmed to no higher than 3 feet.

In terms of the viewshed, the group decided that:

- The minimum width of the viewshed should be 20% of the lot width, including the setbacks. This means that the viewshed will be allowed to be contiguous with the setbacks. The minimum width of any viewshed shall not be less than 15 feet, regardless of the lot width.

The group did decide to allow the recommendation regarding increased requirements for viewsheds when increased height is allowed.

There was public comment on this issue. In general, some of those in attendance felt that the viewsheds were only being proposed to allow for greater building heights. Ms. Wagg noted that building height had been disassociated from viewsheds in the recommendation of the steering group. There was some support for the concept and some who were against viewsheds, citing that there was a safety hazard in allowing views of the water from US98.

The final item on the Steering Group agenda was that of building heights. Ms. Wagg summarized the recommendations from the Architecture and Land Use groups regarding building height. She also went through some information previously presented regarding building height to street width ratios. The recommendations of the working groups were:

- All multi-family soundfront development in the “Heart of Navarre” should be limited to a height of 150 feet.
- Limit the height of structures in the Heart of Navarre District to a 1:1.5 height to street width ratio
 - Effective Height Limit = 150 feet

New information provided at this meeting regarding possible solutions to this controversial issues:

- Require “Step Back” for incongruous heights
- Limit the volume of buildings within increased height zones
 - Base height- no volume limitations
 - Heights above base height (to certain maximum) are limited to a max volume in cubic feet
- Base the height of a structure on the surrounding building heights
 - Could lead to artificial redevelopment climate

The group discussed several possibilities. The group noted that there was not strong support for extending the height limit throughout the Heart of Navarre to 150’, but that there was a desire to allow some taller buildings in limited areas. The group discussed limiting the height in the Heart of Navarre to 50’, except for soundfront properties, which would be allowed to have a 1:2.5 ratio (or an effective height limit of about 80 feet). This recommendation did not receive a second from within the Steering Group. There was some input from the audience during the discussion. Information and suggestions were provided to the Steering Group for consideration. Ms. Sarah Hernandez, an architect advising the group, suggested that increased heights near the Town Center might be desirable since the Architecture Working Group recommendations would result in effective 40 and 60 foot building height limits in this district. The Steering Group finally developed a set of recommendations to allow:

- The 1:2 building height to street width ratio in the Town Center (effective height limits of about 40 and 60 feet).
- In the Heart of Navarre, north of Laredo, the existing height limits of 50’ for commercial and 35’ for residential would remain
- In the Heart of Navarre south of Laredo and north of US98, the building height limit would be 75’
- In the Heart of Navarre south of US98 the building height limit would be 100’ with the required setback of 50’ from the front property line. (this setback will not be relaxed as described in the first agenda item)

There was a great deal of discussion from attendees. One important note brought up was that the fire department will have to be equipped to fight fires and conduct rescues on these taller buildings. The County staff will coordinate with the fire department on this issue. There was also discussion involving density and traffic generation. Ms. Wagg noted that these height recommendations did not address increasing density at all and that increased height does not mean increased traffic generation. Following this phase of discussion, the Steering Group voted 5-1, with Mr. Paul Kannon dissenting, to approve the recommendation as described above.

The group then took up other business and endorsed the following two recommendations that had been discussed in working groups:

- Create a consistent design element in the Town Center District. The group discussed making this coastal/nautical, but not “beachy.”

- Landscape the medians on US98 and SR87 within the Heart of Navarre District in addition to the landscaping recommended for medians etc... in the Town Center District.

The meeting adjourned at approximately 9:00pm. This was the final meeting of the Navarre Town Center Plan Steering Group. The next step is a public workshop to be held on Monday September 13, 2004 from 6-8pm in the library at Holley-Navarre Middle School. The BOCC will then discuss the plan and its recommendations at its September 20, 2004 board workshop. Those in attendance were reminded that, even after the public workshop and BOCC workshop, as the individual recommendations are implemented, there will be another chance for public comment.